

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 23/12/22		Prepared by: Asha Jyothi		Serial no. 11993	
Supplier name: Venkataramana Stationery & Binding works		HO inward no.			
Firm/Company: SSCLP		Project: H0		HO received date	
PO/WO date: 16/12/22		PO/WO No. 95106		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1151	19/12/22	29,484/-	☒ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			29,484/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 115331	Proof of delivery matches MRN		☒ Yes ☐ No
Amount B – Other Credits : Transportation charges			-
Amount C – Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			29,484/-
Amount E – PO / WO value:			29,484/-
Amount F – Difference (A – E):			-
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received	
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other	
Payment – due date		02/01/23	
Remarks: final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Asha Jyothi				
Sign:					
Date	23/12/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

Ph: 040 - 27842572

Cell: 9849360076 / 99665 18678

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

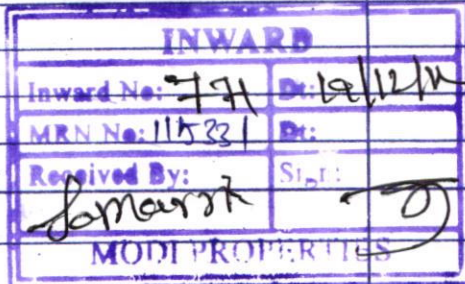
#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. Summit Sales LLPOrder No 95102/204544 Date 15/12/22

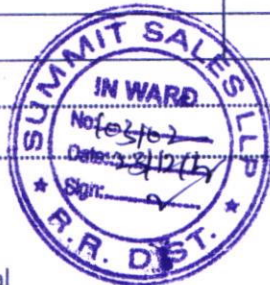
Delivery Challan No _____ Date _____

GSTIN 36ACQFS2044C127Bill No. 2022-2023 **1151** Date 19/12/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	ledger paper	4802	SPkt	430	2150			
2	A3 paper 100gsm	11	SPkt	870	4350			
3	A4 paper	11	SPkt	270	13500			
4	A4 color paper 100gsm	11	SPkt	380	1900			
5	A4 paper 100gsm	11	SPkt	435	2175			
6	A5 paper	11	1SPkt	150	2250			
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Rupees _____



Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

Goods once sold will not be taken back

Interest @2%p.m. if not paid within 30 days time

Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

Total			
SUB Total	26325		
CGST	1579.5		
SGST	1579.5		
Grand Total	29,484		29,484

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

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16-12-2022 15:14:17



Copy

From Company : **Summit Sales LLP**

5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.

G S T No. : 36ACQFS2044C1Z7

95106
13.12.22 3:48:59**Supplier Details**Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.**GSTIN** 36AEJPP5811M1Z2

27842572

9849360076

Doc No	95106	204544
Doc Date	16-12-2022	
Quote No	Nil	
Quote Date	15-12-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 187000 - STAT-Stationary - Ledger Papers-- - - Bundles green	5.00	430.00	0.00	12.00	2,408.00
2 569300 - STAT-Stationary - Paper A3-- - - Bundles 100GSM	5.00	870.00	0.00	12.00	4,872.00
3 466300 - STAT-Stationary - Paper A4-- - - Bundles	50.00	270.00	0.00	12.00	15,120.00
4 466300 - STAT-Stationary - Paper A4-- - - Bundles green	5.00	380.00	0.00	12.00	2,128.00
5 466300 - STAT-Stationary - Paper A4-- - - Bundles 100GSM	5.00	435.00	0.00	12.00	2,436.00
6 466300 - STAT-Stationary - Paper A4-- - - Bundles A5	15.00	150.00	0.00	12.00	2,520.00
Total Order Value . . .					29,484.00

Rupees : Twenty Nine Thousand Four Hundred Eighty Four Only.

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** Nil**Delivery Date** Next Day.**Delivery Location** Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551**Penalty For Delay** Nil**Transportation** Nil**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming quality and specifications. Above order for head office purpose.**Completion Date** Nil**Measurement** Nil**Security** Nil**Remarks** Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**Name : 16/12/2022

Name : _____

Date : __/__/__

Requisition Form									
Company Name:		Summit Sales LLP Common Expenses		Date:		15.12.22			
Site & Phase :		Head Office		Time:		15:28			
Unit No./Block No.									
Supplier:				Req. No.		204544			
Material required before date:				ID No.		82526.			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	STAT2767-Stationary-Ledger Papers---Bundles	05 (green)							
2	STAT5876-Stationary-Paper A3---Bundles	05 (100 GSM)							
3	STAT5901-Stationary-Paper A4---Bundles	50							
4	STAT5901-Stationary-Paper A4---Bundles	05 (green)							
5	STAT5901-Stationary-Paper A4---Bundles	05 (100 GSM)							
6	STAT5901-Stationary-Paper A5---Bundles	15							
7	STAT7304-Stationary-Highlighter---Nos	15							
8	CONS2101-Consumables-Dustbin-PVC---Nos	5							
9	CONS7126-Consumables-Coffee Cup-STD--Set of 12-Nos	2							
10	CONS6689-Consumables-Water Bottles---1 Ltr-Nos	12							
Remarks:									
Engineer		Project Manager		Purchase		MD			
Prepared By: Jai Kumar. G		jai kumar							
Approved By: Jai Kumar. G									
Sign & Date: 15.12.22									

APPROVED
 16 DEC 2022
 MANISH PARIKH
 MANAGER PROCUREMENT